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ABSTRACT

This annual report summarizes activities of the Alabama Public Library Service for the fiscal year 1991. The following general areas are discussed: (1) agency services, including the effects of money shortages, children's programs, automated systems, the new state union list of serials, acquisitions, audiovisual services, and staffing; (2) circulation, including the effects of budget cuts and staff reductions, services for the blind and physically handicapped, numbers of items circulated in several categories, and materials handled in cataloging and processing; (3) continuing education, including workshops for librarians, Library Services and Construction Act (LSCA) activities, and programs for staff in the Blind and Physically Handicapped division; (4) special projects, including a governor's conference on library and information services and administration of a grant for humanities programs; (5) publications, including newsletters, a video catalog, and several reports; and (6) financial responsibilities, including LSCA grants awarded. Alabama Public Library Service staff are listed, and a related report provides more detailed statistics and a complete directory of libraries. (MES)

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Alabama Public Library Service

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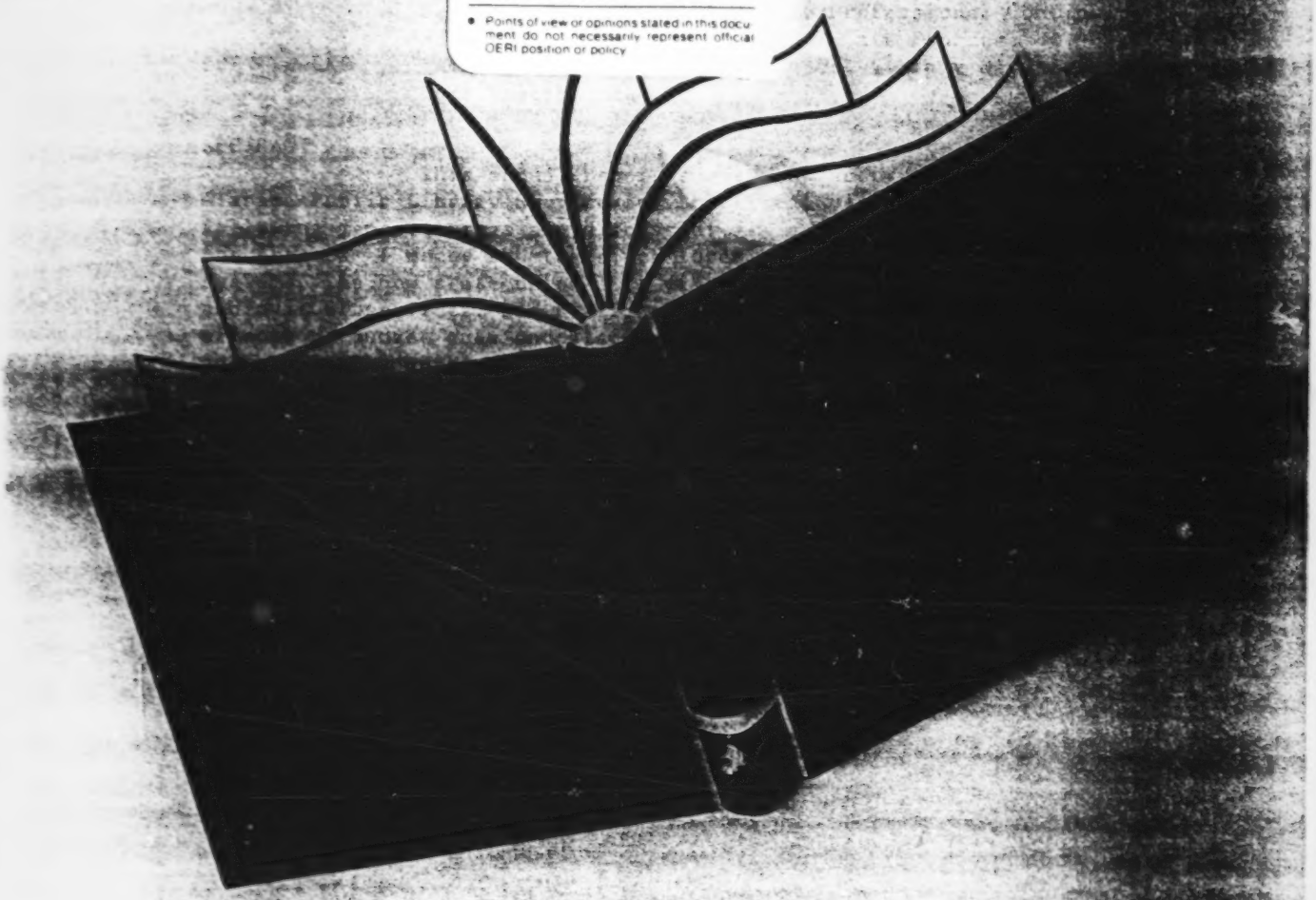

Annual Report 1991

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1991 Annual Report

Alabama Public Library Service

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This publication is made possible in part by funds from the Library Services and Construction Act.

Alabama Public Library Service Executive Board

Members of the Alabama Public Library Service Executive Board are, left to right, Dunlap, Harrison, Snider, Doyle, Malkmus, Comer and Weatherly.

Ronald A. Snider
District 1
Mobile

Glen R. Dunlap
District 2
Ozark

Bragg Comer II
District 3
Sylacauga

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AGENCY SERVICES

During fiscal year 1991, the Alabama Public Library Service has seen hard times. Due to money shortages, the agency entered its second year of a hiring freeze and did not replace workers who left. This has caused shortages in nearly every department, with workers having to complete not only their own tasks, but the jobs of others as well.

APLS is service-oriented. Lack of money will not stop services from being performed, but it may slow them down. There has been a decrease in the number of circulation of both books and audiovisual materials, a smaller percentage of reference requests which can be met from in-house resources and less requests for materials from state employees due to the cessation of COPIC services and the Acquisitions List.

On the bright side, the agency continued several outstanding programs for libraries, including the summer library program. Al A Bama, the alligator mascot, set out on a quest for young readers. Although all figures are not in yet, it appears that "Sir Al and His Summer Knights" was even more successful than his premiere summer in 1990.

In the early spring, library development staff distributed 2,700 posters, 218,000 bookmarks, 86,000 reading logs and 62,000 reading certificates. Reports currently available show that more than 40,000 children read in excess of 550,000 books and attended 2,484 programs.

The Regional Library for the Blind and Physically Handicapped had five patrons enrolled in the summer library program. Materials were brailled and sent to them along with a prize at the end of the summer for completing the program.

The Business Office ended its first full fiscal year operating with the following automated systems: Local Government Finance system (LGFS); Government Finance System (GFS) (Comptroller System); Government Human Resource System (GHRS) (Personnel and Payroll); and State Network for Automated Purchasing (SNAP).

Facility maintenance was accomplished on an as-required emergency basis due to proration.

The Alabama Union List of Serials completed its first full year at the agency. AULS now contains the holdings of 125 libraries throughout the state and consists of more than 20,000 unique periodical titles. APLS published and distributed the microfiche version of AULS to all contributors and also produced a paper copy for sale to libraries who wanted a copy in this media. An advisory committee was established to replace the editorial board previously providing guidance.

FY 91 was a time of transition for both the Acquisitions and Cataloging departments. Acquisitions migrated to Ameritech's ACQ350 system from the OCLC Acqusitions Subsytem prior to its shutdown on Dec. 31, 1990. OCLC's discontinuation of the system APLS used necessitated the migration. Cataloging made the final cutover to PRISM from OCLC's First Online System in May 1991.

Reduced budgets had a severe effect on purchasing during FY 91. Approximately two-thirds of the paid periodical subscriptions were discontinued during this time. Due to budget constraints, no funds were allocated to purchase new films and videos. Staff received and processed some materials purchased with funds encumbered in FY 90 as well as some gifts from Birmingham Public Library. The Acquisitions budget was cut in half and the microform budget was cut by two-thirds.

In spite of the fact that this was a year when the Reference Department lost staff through transfers and separations, the majority of the requests received were filled within an acceptable time frame. The number of unfilled requests continued to rise as new books were not purchased upon request.

There have been fewer requests from state employees since the Acquisitions List ceased publication. State employees made heavy use of the test books and Reference continued to provide books, articles, database searches and interlibrary loan services to fill eligible requests.

Requests from libraries were received by fax, telephone, mail and in person. At least 57 libraries have fax machines and APLS routinely polls 51 of these.

In the Audiovisual Department, a video catalog was produced and mailed to all public libraries. Also during the year, a catalog of 16mm films, Cinematics II Supplement, was mailed to all libraries.

The computer which runs the AV Materials Bookings System was moved from Montgomery City-County Public Library to the Support Services Division.

While this has allowed more responsive service to the AV Department, it has added an additional workload to the Data Processing staff, including operations of the system,printing reports, backups, problem resolution, direct contact with the vendor's system support group and field engineering staff. This additional workload was absorbed with no increase in staff.

APLS ended the fiscal year short 12 staff members due to normal attrition and the result of two years of a hiring freeze neccessitated by

inadequate operational funding in the state budget.

This has had an adverse impact in all areas of the agency -- staff, reference materials,films, videos, books and staff-assistance visits. Because of the continued underfunding and proration, 14 additional staff members were given notices of separation in September to be effective in October 1991. This amounts to a 35 percent reduction in staff over a two-year period.

We will be evaluating our alternatives and making adjustments in our staff and programs in order to continue to provide as much service as possible with remaining staff and resources.

CIRCULATION

The effect of budget cuts and staff reductions on circulation in the agency were felt. Although staff worked to keep up with demands, the shortages of time, people and money slowed down schedules and mailings.

For FY 91, the Blind and Physically Handicapped Division circulated 17,523 disc titles, 130,186 cassette titles and 2,382 braille titles. Disc circulation dropped 1,700 titles with cassette circulation increasing by 5,500. Braille circulation dropped slightly more than 200.

Walk-in service continued to grow, with visits up from an average of 15 to 45 visits per month.

After a four-year delay, a readership survey was done to monitor patron satisfaction with various circulation and duplication services. Questions involved playback equipment, book selections, special services and general information. The survey was mailed as part of the newsletter, WhAT'S LINE, to approximately 5,000 patrons. There was a 10 percent response rate which resulted in more than 160 patron contacts to clarify service problems, modify reading formats and provide further explanation of services. The most overwhelming response concerned productionof WhAT'S LINE in special formats. As a result, the cassette production of this newsletter jumped 500 percent.

583 people toured the BPH facility. Volunteers donated 2,778 hours toward narrating, monitoring, reviewing and machine repairs.

BPH began serving 776 new readers during the year. 558 were lost as either canceled, transferred or deceased. Of BPH's 3,519 active users, 264 are braille readers. There were 2,381 record players and cassette players repaired or evaluated as non-repairable by the Telephone Pioneers and a staff laborer.

BPH handled 303 reference/referral questions and produced 25 titles by Alabama authors and of Southern interest.In the Reference Department, circulation from the APLS collection was down by eight percent from FY 90. Circulation to libraries was down by only 2.8 percent, a remarkably small decrease with the cuts in the book budget over the last few years. Circulation to state employees was down by 16 percent, not surprising with the demise of the Acquisitions List at the beginning of the fiscal year.

Reference requests were down by 2.7 percent although those handled for Alabama public libraries were up by four percent.

The volume of photocopy requests, excluding those done for COPIC in FY 90, increased by four percent.

Requests were down by 6.5 percent beyond the decrease resulting from the elimination of COPIC. Our fill rate for requests increased from 90.3 percent to 90.8 percent. However, more required the use of interlibrary loan, up from 14.3 percent in FY 90 to 18.3 percent in FY 91.

The AV Department reached 5,255 more people through its films and videos than last year. During FY 91, video circulation continued to climb and 16mm circulation continued to drop. Video circulation was up 129 percent, with showings up 176 percent. Total audience was up 310 percent. Interest in video has grown much faster than our collection, which at year's end consisted of 241 titles and 305 videocassettes.

Several libraries reported their 16mm projectors had broken and due to budget constraints, would not be repaired. Many libraries are having budget problems which have influenced how many films they are willing to borrow and pay postage for return.

Sixteen-millimeter film circulation was down 17.5 percent from last fiscal year. The number of times films were shown was down nearly 10 percent and the total audience was down by one percent.

For total items circulated, circulation was down nearly 15 percent; times shown was down 7.5 percent, and total audience was up one percent.

The total audience for films and videos was 913,458. AV materials are circulating less with more showings per circulation and more viewers.

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The total number of books and materials handled in Cataloging and Processing this fiscal year was 2,405 fewer than those handled during FY 90, reflecting continued severe materials budget reductions. The number of regular collection books was cut by 987 from FY 90 and 3,415 from FY 89. The number of continuations handled rose slightly from last year. The number of federal government documents handled was down by 1,184. Rather than fewer documents being acquired from GPO, this reflects, to some extent, the redirection of staff efforts to other areas of the library and/or projects in Technical Services.

The AULS staff spent a busy year updating the holdings of current contributors as well as adding some new libraries. The number of adds, updates and deletes totaled 35,502, more than double last year's figure of 16,056. This increase was not lost on SOLINET, which reported in the Summer 1991 issue of SOLINEWS that "the Alabama Union List of Serials is OCLC's fastest growing union list, with a 150 percent growth rate for April and May as compared to last year."

CONTINUING EDUCATION

Library Development continued its service of sponsoring workshops for librarians across the state.

Consultants provided 16 workshops on topics including booktalking, summer library program, basic reference, role of the library trustee, planning a library building, basic cataloging, picture books and Americans with Disabilities Act. Perhaps the most exciting CE activity of the year was the beginning of twice-a-year seminars to be held in cooperation with the University of Alabama Graduate School of Library and Information Services. The spring 1991 program was a two-day seminar on "Managing Video Collections in Public Libraries."

The Library Services and Construction Act activities included the monitoring of 40 1991 projects, conducting 17 workshops on grant writing and reviewing 109 grant applications. In conjunction with the Advisory Council, "Federal Public Library Programs in Alabama" was reviewed and changes recommended to the APLS Executive Board.

Library Operations and Division for the Blind and Physically Handicapped also presented or participated in continuing education. Library Operations staff conducted workshops on cataloging and ALICAT on CD-ROM, and made presentations at Dewey Classification workshops and on Alabama Library Interlibrary Network at the AIMA conventions. BPH staff participated in workshops, health fairs and training programs in machine repair conducted by the National Library Service staff.

SPECIAL PROJECTS

The major agency-wide project for the past year was the hosting of the Alabama Governor's Conference on Library and Information Services.

All divisions of APLS participated in making the conference possible -- from printing the publications describing the event to hosting the meetings to planning menus and conference topics.

A series of district meetings was held in January 1991 preceeding the March governor's conference. APLS staff were responsible for registration and arrangements for these meetings also. Both of these conferences preceeded the White House Conference on Library and Information Services which was held in Washington, D.C. in July.

Other major projects in the agency included the administration of a $6,569 Alabama Humanities Foundation grant to support the project, "National Issues Forums in Alabama Public Libraries." Six public libraries sponsored humanities programs in which scholars led reading/discussion sessions using materials from the National Issues Forums covering such issues as abortion, the drug crisis, the environment, freedom of speech and growing up at risk. The program had more than 260 participants.

During the first quarter of the year, four visiting Turkish librarians spent time at APLS, working in each division. The four, who interned here through an agreement with the Turkishgovernment, learned about American libraries, automation systems and library security systems.

The Reference Department continued to participate in the Library of Congress Referral Program and the Department of Agriculture Program. The department also agreed to assist designated public libraries that were working with the University of Alabama's Rural Schools Program.

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PUBLICATIONS

Again this year, the Alabama Public Library Service produced several publications for agency functions.

Regular agency publications such as the quarterly WhAT'S LINE and bimonthly Cottonboll and Literacy Connection newsletters continued to be published as well as the biweekly APLSauce.

In addition, the Cinematics II Supplement was sent to public libraries in November 1990. This catalog included all 16mm titles that were added to the collection since the publication of the original Cinematics II. Also a video catalog was produced and mailed to all public libraries in April 1991.

The agency produced its annual report and Library Directory and Statistical Report. Other publications include Federal Public Library Programs in Alabama, Alabama Long Range Program for Library Development, a three-volume set for AULS users and numerous flyers, brochures and handout materials in support of APLS-sponsored or conducted workshops and seminars.

The Support Services Division produced a program manual, bookmarks, logs, posters and reading certificates for the 1991 summer library program.

FINANCIAL RESPONSIBILITIES

The Executive Board of the Alabama Public Library Service approved grants of Library Services and Construction Act (LSCA) funds under Title I, Title II and Title III to public libraries, library systems and state agencies. A total of $703,259 was awarded in Title I grants during FY 91. Title II grants totaled $392,788 and Title III grants equaled $175,278 for FY 91.

Training grants were awarded to one fulltime student and eight parttime students for graduate study in library work.

A total of $5,128,750, or $1.25 per capita, was awarded in State Aid for FY 91. A 6.5 percent proration reduced this figure to $4,795,381, a $1.17 per capita, for the year.

Staff

September 30, 1991

Alice G. Stephens, Interim Director

Administration

Executive Secretary	Sherry Hendrix Luna
Administrative Support	Margaret A. Batley
	Anne Renfroe
Assistant Director	Fred D. Neighbors
Administrative Services	Eugene C. O'Donnell
Division Secretary	Debbie Head
Auditor	Jimmy Gray
Business Office	Sue Alexander
	Gail Broadway
	Kim Goodson
	Suelane Sansom
Facilities Maintenance	Eddie Vaughn
	Chris Kellum
	Aljean Wilson
Support Services	Donald C. Hart
Computer Operator	Mary Payne
Programmer	Nancy Rhodes
Printing & Publications	Julie Hare
	Pat Warner
Project Coordinator	Hulen E. Bivins

Library Development
Fred D. Neighbors, Head

General Consulting	Mary Alice Fields
	Margaret Murray
	Jim Smith

Library Operations
Alice G. Stephens, Head

Reference and Interlibrary Loan, Head	Judy Shepard
Government Documents Librarian	Hilda Dent
Reference Librarians	Al Craig
	Katie Ray
	Vince Thacker
Reference Staff	Mary Catrett
	Lucy Huck

Staff

Library Operations (continued)

Interlibrary Loan/Online Searching Librarian	Jane Marks
Interlibrary Loan Staff	Judy Jarman
	Alice Lones
	Gerald Wingertsahn
Technical Services, Head	Janet Hamilton
Cataloger	Robert Avant
Cataloging Staff	Nadine Jenkins
	Carolyn Mallard
	G. K. Norris
	Louise Peacock
State Databases, Head	Ruth Evans
AULS Librarian	Cathy C. Kellum
Acquisitions/Serials, Head	Gloria Norman
Acquisitions Librarian	June Brown
Acquisitions/Serials Staff	Ronald Barnes
	Ann Inman
	Jackye Schuler
Audiovisual, Head	Robyn Long
Audiovisual Librarian	Doradean Barnett
Audiovisual Staff	Beverly Davis
	Gloria Henderson
	Kris Rodgers

Regional Library for the Blind and Physically Handicapped

Fara Zaleski, Head

Circulation Services	
Reader Advisors	Susan Clements
	Mike Coleman
Braille Librarian	Jimmy Gibson
Circulation Services Staff	Wesley Gantt
	Maye Sims
Warehouse Staff	David Carrick
	Gillie Collins
Production Services	
Volunteer Coordinator	Richard Grant
Audio Duplication	Jim Cooper
	Debbie Gibson